

# Teacher: Professional Growth Planning Quick Reference Card

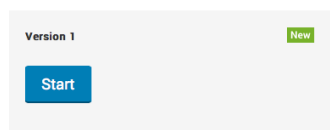
## CIITS: Professional Growth Plans

The goal of a professional growth plan is to facilitate the translation of growth needs identified through self-reflection and other processes into practical activities and experiences that are of value to teachers in strengthening their competencies in the identified growth need areas.

Self-reflection and professional growth planning provide sources of evidence for determining an educator's Overall Professional Practice Rating.

## Create your Professional Growth Plan

1. Roll your cursor over Educator Development on the navigation bar and click **My Professional Growth Plan**
2. Click **Start** after reading the "It's time to create your Professional Growth Plan..."



3. Enter the description of your Professional Growth Goal in the text box

### Goal #1 (Required)

Describe your goal below and select Component to which it aligns.

**Goal**

Description (Optional)  
Describe and provide details for your goal here

Describe your goal

4. Note that as your work is saved (by the auto-save feature), you will see status update boxes that let you know if there are more required fields you need to complete

### Component Alignment **Required**

Component alignment is required for this goal

5. Select a Component that aligns with your Professional Growth Goal (*you will see the components listed for your position type: Teacher or Other Professional*)

- ☐ 1a: 1a: Demonstrating Knowledge Of Content And Pedagogy
- ☐ 1b: 1b: Demonstrating Knowledge Of Students
- ☐ 1c: 1c: Setting Instructional Outcomes
- ☐ 1d: 1d: Demonstrating Knowledge Of Resources
- ☐ 1e: 1e: Designing Coherent Instruction
- ☐ 1f: 1f: Designing Student Assessments
- ☐ 2a: 2a: Creating An Environment Of Respect And Rapport
- ☐ 2b: 2b: Establishing A Culture For Learning
- ☐ 2c: 2c: Managing Classroom Procedures
- ☐ 2d: 2d: Managing Student Behavior
- ☐ 2e: 2e: Organizing Physical Space
- ☐ 3a: 3a: Communicating With Students

6. Click **Add Another Goal** if you need to set more than one Professional Growth Goal. Click **Save** if you would like to keep your goals in draft. Click **Submit My Plan** once you have created all of your required goals and are ready to share it with leadership at your institution.

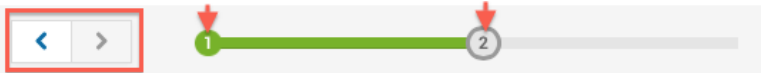
**Version 1 - 10/13/2014** In Progress

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**Save** **Submit My Plan**

**+ Add Another Goal**

7. If you choose to add multiple goals to your plan, you will see a progress bar appear at the top of your screen. You will see a circle for each goal you have started and it will fill in green once all required items are completed. You can use the left and right arrow buttons to easily move between your goals



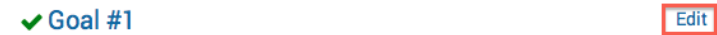
## Edit your Professional Growth Plan

1. Roll your cursor over Educator Development on the navigation bar and click **My Professional Growth Plan**
2. To upload documents that support your professional growth plan, click [+ Add Artifacts](#)
3. Click the **Select File** button to choose a file from your computer. Once the file has been uploaded, you can select which goal the artifact aligns to and enter a description (optional). Click **Add Artifacts** to save the changes

1 file(s) successfully uploaded.

Artifact .pdf	Artifact .pdf	Align a goal ▾
<input type="text" value="Enter a description"/>		
		<input type="button" value="Cancel"/> <input type="button" value="Add Artifacts"/>

4. To edit a goal that has already been created, click **Edit**



5. Make any changes to the description of your Professional Growth Goal or the component to which you are aligning the goal
6. Click **Add Another Goal** if you need to set more than one Professional Growth Goal. Click **Save** if you would like to keep your goals in draft. Click **Submit My Plan** once you have created all of your required goals and are ready to share it with leadership at your institution.

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<input type="button" value="Save"/>	<input type="button" value="Submit My Plan"/>
<a href="#">+ Add Another Goal</a>	